

**ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Budget  
Tuesday, December 20, 2022  
10:30 AM***

***Conducted by Remote Participation***

*<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download> via Zoom link below:*

*Join Zoom Meeting  
<https://us02web.zoom.us/j/86251498197>*

*Meeting ID: 862 5149 8197  
One tap mobile  
+13126266799,,86251498197# US (Chicago)  
+16469313860,,86251498197# US*

*Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 931 3860 US  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US  
+1 309 205 3325 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 US  
+1 669 444 9171 US  
+1 669 900 6833 US (San Jose)  
+1 689 278 1000 US  
+1 719 359 4580 US  
+1 253 205 0468 US  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 360 209 5623 US*

*Meeting ID: 862 5149 8197  
Find your local number: <https://us02web.zoom.us/j/86251498197>*

***OR in person at:***

*Arlington High School  
869 Massachusetts Avenue  
6th Floor*

*Superintendent's Office  
Arlington, MA 02476*

*Open Meeting (K. Allison-Ampe)*

*Update on FY23 Budget*

*FY24 Budget*

- *Budget Calendar Update*
- *Status Update*

*Enrollment Update*

*Discussion of Policies*

- *DBC - Budget Deadlines and Schedules*
- *DBD - Budget Planning*
- *DBG - Budget Adoption Procedures*
- *DI - Fiscal Accounting and Reporting*

*Update on Esser III*

*Program Fee Review*

*Long Range Planning*

*Approval of Minutes*

*Old Business*

*New Business*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by K. Allison-Ampe*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to

participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## Town of Arlington, Massachusetts

---

### Meeting Location - Hybrid

#### Summary:

## Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download> via Zoom link below:

#### Join Zoom Meeting

<https://us02web.zoom.us/j/86251498197>

Meeting ID: 862 5149 8197

One tap mobile

+13126266799,,86251498197# US (Chicago)

+16469313860,,86251498197# US

#### Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

Meeting ID: 862 5149 8197

Find your local number: <https://us02web.zoom.us/j/86251498197>

## OR in person at:

Arlington High School  
869 Massachusetts Avenue  
6th Floor  
Superintendent's Office  
Arlington, MA 02476



## **Town of Arlington, Massachusetts**

---

**Open Meeting (K. Allison-Ampe)**



## **Town of Arlington, Massachusetts**

---

**Update on FY23 Budget**



## **Town of Arlington, Massachusetts**

---

### **FY24 Budget**

#### **Summary:**

- Budget Calendar Update
- Status Update



## **Town of Arlington, Massachusetts**

---

**Enrollment Update**





## Town of Arlington, Massachusetts

---

### Discussion of Policies

#### Summary:

- DBC - Budget Deadlines and Schedules
- DBD - Budget Planning
- DBG - Budget Adoption Procedures
- DI - Fiscal Accounting and Reporting

#### ATTACHMENTS:

	Type	File Name	Description
▢	Policy	Policy_DBC.pdf	Policy DBC
▢	Policy	Policy_DBD.pdf	Policy DBD
▢	Policy	Policy_DBG.pdf	Policy DBG
▢	Policy	Policy_DI.pdf	Policy DI

**File: DBC - BUDGET DEADLINES AND SCHEDULES**

The school department budget shall be prepared and reviewed in accordance with a timetable established by the School Committee. It is the intention of the Committee to conform to deadlines set by state and local law.

LEGAL REF.: M.G.L. [71:38N](#)

Town Manager Act, Secs. 31 and 32

CROSS REFS.: Other [DB](#) subcodes (all relate to school budget)

## **File: DBD - BUDGET PLANNING**

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

**File: DBG - BUDGET ADOPTION PROCEDURES**

Following its deliberations on the budget, the School Committee will vote final approval of the proposed budget and will send it to the Town Manager, the Selectmen, and the Town Finance Committee for review.

Formal adoption of the annual budget shall take place following this review and after presentation of the school budget to the public at an open hearing held for this purpose at least two weeks prior to the opening of the annual town meeting. Announcement of the time and place of the hearing shall be made at least seven days in advance, as prescribed by law.

LEGAL REFS.: [71:34](#), [71:38N](#)

Town Manager Act, Secs. 31 and 32

CROSS REFS.: [DB](#) and other subcodes (all relate to the budget)

**File: DI - FISCAL ACCOUNTING AND REPORTING**

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and with generally accepted accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Superintendent shall make a monthly financial report to the School Committee.

The report shall include a presentation of income, expenditure, encumbrances and unexpended balances for the general fund budget and all special revenue fund budgets, i.e., grants. To the extent practicable, all reports shall be distributed at the first School Committee meeting following month-end.

Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

LEGAL REF.: 603 CMR [10:00](#)



---

## **Town of Arlington, Massachusetts**

**Update on Esser III**



---

## **Town of Arlington, Massachusetts**

**Program Fee Review**



## **Town of Arlington, Massachusetts**

---

**Long Range Planning**





---

## **Town of Arlington, Massachusetts**

**Approval of Minutes**



---

## **Town of Arlington, Massachusetts**

**Old Business**



## **Town of Arlington, Massachusetts**

---

**New Business**



---

## **Town of Arlington, Massachusetts**

**Adjournment**



## **Town of Arlington, Massachusetts**

---

**Submitted by K. Allison-Ampe**